

## MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: Friday Update

DATE: April 3, 2020

### **City COVID-19 Response Update**

This week, as a result of the impacts of the Stay Home, Save Lives executive order, the City Manager announced the layoff of 15 part-time and 5 full time employees effective May 2, 2020. The layoffs were done to preserve funding and resources for essential services; to eliminate unnecessary exposure points for staff and to preserve resources to more quickly re-open non-essential services or functions after the current situation is over. The layoffs included all employees in the Library, all but the Golf Course Superintendent at the Golf Course, two part-time staff in Finance and summer hires in Public Works and Development.

It is very important to note that the layoffs were not the fault of any employee and we have every intention that the layoffs are temporary. The employees will be back with the City when this is over.

### **Virtual Meeting Fun**

City staff has held a variety of virtual meetings this week. The meetings have been quite successful and of course the youth from the YAC handled the meeting arrangement quite well with all the participants connected with video and audio. We have made a number of minor improvements that should improve the meeting experience for the next City Council and Planning Commission meetings.

In light of several recent news stories regarding virtual meeting “bombing” and security, staff has been reviewing the GoToMeeting program security features and practicing steps to mitigate problems.

### **Community Center Accepting PPE Donations for PeaceHealth**

Masks and other Personal Protective Equipment (PPE) donations are now being accepted at the Community Center. If you're interested in donating PPE items, please contact Teresa at (541)942-1185 ext. 2 to schedule an appointment for dropping donations off. Due to generous donations from community seamstresses this week, 100 masks were delivered to PeaceHealth Cottage Grove Community Medical Center today.

### **Do You Want To Help?**

The City of Cottage Grove is partnering with local non-profits to help address immediate local needs. Information will be posted and kept updated on the City's Community Center webpage at: <https://www.cottagegrove.org/community/page/community-center> of local area non-profits needs whether it is a call for volunteers or a need for specific items. Local non-profits can send an email with their current needs to Teresa Cowan at: [communitycoordinator@cottagegrove.org](mailto:communitycoordinator@cottagegrove.org). The needs will be listed on the website and members of the community will be invited to help fill those needs. Anyone able to help meet any of the needs would then contact the local non-profit directly.

For further information contact Teresa at 541-942-1185 ext. 2.

### **Food for Lane County Mobile Pantry**

Food assistance for low-income community members will be available on Wednesdays from 4:30 to 6:30 pm starting April 8, 2020 at the Cottage Grove Community Center. The pre-packaged food will be distributed in the Community Center Parking lot at 700 E. Gibbs Avenue.

The Mobile Pantry distributions are drive through, recipients are to stay in their vehicle. Those without vehicles will be directed to a separate distribution station near the FOOD for Lane County truck. Social distancing will be strictly enforced. No household documentation will be required. All food will be pre-bagged

The Mobile Pantry Program was activated in response to the increased need for food during the COVID-19 pandemic. The intention of the program is to increase food access during school closures, employment layoffs and a time of overall economic disruption for the community. The mobile distribution creates food access points within low-income communities vulnerable to food insecurity. The program is offered from 4:30-6:30 pm when the local food pantry is not open in an attempt to reduce barriers for folks who have difficulty accessing partner pantries during the middle of the day.

### **March 2020 Building Inspection Services Report**

For the month of March the Building Division of the Public Works & Development Department issued 43 permits, 2 for new single family homes, and performed 215 inspections in Cottage Grove. In Creswell 11 permits were issued and 37 inspections were performed. In Veneta, 12 permits were issued and 74 inspections were performed. Staff reviewed and approved 15 plan sets in March and an additional 10 plan sets are in review or on hold for additional information.

### **Pickleball Courts**

Last week Pacific Ace LLC installed new post sleeves for permanent pickleball nets at the four courts on the east end of the tennis courts in Coiner Park. Last year local pickleball players lined the courts and have been using portable nets that they set up and take down each day. The new permanent posts will save setup time and allow for more use of the courts throughout the season. Pacific Ace will be back when the weather warms up to apply a new surface and striping to the tennis, pickleball, and basketball courts in Coiner Park.

### **Effluent Pond Update**

Today the Public Works and Development Staff had a pre-construction (virtual) meeting with R&G Construction and West Yost Associates for the new effluent pond at the Cottage Grove Wastewater Treatment Plant. R&G Construction is planning to start construction of the new effluent pond in the middle to end of April weather permitting.

### **Automated Water Meter Update**

To date the Utilities Crew has installed 635 of the new Sensus Automated Water meters replacing the current manual read meters. They have approximately 3,000 more to install to complete the project. It will take approximately 5 more months to have all the meters installed.

### *Quote of the Week*

*“In times of great stress or adversity, it’s always best to keep busy, to plow your anger and your energy into something positive.”*

*– Lee Iacocca*